

**JUVENILE JUSTICE AND DELINQUENCY PREVENTION
Grant Contract Administration
and
Audit Guide**

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(First Edition)**

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INTRODUCTION

Purpose of Manual

This manual is designed to assist counties in the management of their Juvenile Justice and Delinquency Prevention Program (JJDP) pursuant to the requirements of the enabling legislation and the associated contractual and other requirements promulgated by the Board of Corrections (BOC).

GENERAL PROGRAM INFORMATION

The Board of Corrections

Originally established in 1944 as part of the reorganization of the state prison system, the BOC's focus is currently on three program areas: the Facilities Standards and Operations Division, which sets minimum standards for health care, programs, procedures, and construction of local detention facilities; the Standards and Training for Corrections Division, which has statutory responsibility for establishing selection criteria and training standards for local probation and corrections officers; and the Corrections Planning and Programs Division (CPPD) which has responsibility for various grant awards and direct allocation programs administered by the BOC.

Corrections Planning and Programs Division

The CPPD administers and monitors state and federal grant awards, develops programs, conducts research and evaluation, and distributes funds aimed at reducing the threat of juvenile crime and delinquency (e.g., the Juvenile Justice Crime Prevention Act; Title II B and Title V – Delinquency Prevention; and Title II E – Challenge Activities); and enhanced accountability for juvenile offenders (e.g., Title II A – Juvenile Offender Accountability). While ensuring effective ways of managing criminal and delinquent populations, CPPD also fosters collaborative and integrative approaches by engaging local communities to devise plans to implement preventive and alternative methods of effectively impacting delinquent youth. CPPD also establishes and maintains a partnership in which federal, state and local governments, as well as the private sector and private/nonprofit service providers, work together to achieve continued improvement in the conditions of California's delivery of programs for juveniles.

CPPD activities include:

- a. Administering federal and state grant funds and direct allocations to ensure the development and implementation of comprehensive strategies for preventing and effectively responding to juvenile crime;
- b. Working closely with local officials and communities, including juvenile and adult stakeholders, in the development of programs leading to the continued improvement in the conditions and delivery of programs to local juveniles; and
- c. Conducting research and evaluation on the effectiveness and delivery of programs.

Background

The United States Congress enacted the Juvenile Justice and Delinquency Prevention (JJDP) Act (Pub. L. No. 93-415, 42 U.S.C. § 5601 *et seq.*) in 1974. This landmark legislation established the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice to support local and state efforts to prevent delinquency and improve the juvenile justice

system. On November 2, 2002, Congress reauthorized the JJDP Act. The provisions of the reauthorization took effect in Federal Fiscal Year 2004 (October 2003).

JUVENILE JUSTICE DELQUENCY PREVENTION ACT MILESTONES

- 1974
 - Act signed into law.
 - Created Formula Grants program.
 - Established the separation requirement of juveniles from adults in detention facilities.
 - Established the de-institutionalization of status offenders (DSO) requirement.
- 1977
 - Increased and expanded DSO and separation requirements.
 - Emphasized prevention and treatment.
- 1980
 - Established jail removal requirements.
- 1984
 - Enhanced and amended jail removal requirements.
- 1988
 - Addressed disproportionate minority confinement.
- 1992
 - Amended DSO, jail removal, and separation requirements.
 - Established new programs to address gender bias.
 - Emphasized prevention and treatment, family strengthening, graduated sanctions, and risk- needs assessments.
- 2002
 - Consolidated seven previously independent programs into a single prevention block grant.
 - Created a new Part D, authorizing research, training and technical assistance, and information dissemination.
 - Added Part E, authorizing grants for new initiatives and programs.
 - Reauthorized and expanded Title V.
 - Revised the Juvenile Accountability Incentive Block Grants program, which is now called the Juvenile Accountability Block Grants program.

ADMINISTRATIVE REQUIREMENTS

Governing Board Resolution

Grantees are required to submit a Governing Board Resolution to the BOC acknowledging commitment to comply with all statutory requirements as well as BOC fiscal and programmatic requirements. The Governing Board Resolution must cover the entire grant period and allow for any amendments or contract extensions.

Certification of Assurance of Compliance (Appendix A)

The BOC is required by law to obtain written certification of compliance. The Certification of Assurance of Compliance form is a binding assurance that the grantee will comply with the Equal Employment Opportunity (EEO), Drug-Free Workplace, Environmental Impact, Lobbying, and Debarment/Suspension requirements. The Certificate of Assurance of Compliance must be signed by the designated individual authorized to sign the contract and the financial officer. The Certification of Assurance of Compliance is part of the application and will be an attachment to the contract between the BOC and the Grantee.

Equal Employment Opportunity Program

An Equal Employment Opportunity Plan (EEOP) is a U.S. Department of Justice required written document that analyzes the countywide workforce in comparison to its relevant labor market and all agency employment practices to determine their impact on the basis of race, sex, or national origin, including a written analysis that provides a statistical profile of the internal workforce by race, sex and national origin; identifies problems in employment practices and procedures; specifies corrective action; and forms the basis of ongoing evaluation. The EEOP provides the basis for an Equal Employment Opportunity Program.

Counties, cities, and school districts that receive federal funds must complete an EEOP and maintain an Equal Employment Opportunity Program, if the grant award is more than \$25,000. If the grant award is \$500,000 or more, counties, cities, and school districts shall submit its EEOP to the Federal Office for Civil Rights (OCR) for federal review and approval, and submit a copy of the federal approval letter to the BOC. If the county, city or school district has been found in EEOP compliance by a federal agency within the past 12 months, documentation in lieu of the above (which includes the federal letter of compliance) may be submitted to the BOC. Once received, the EEOP must be renewed every two years to remain current. The two-year period runs from the date at the top of the federal letter of compliance and must be maintained throughout the duration of the project.

Community-based organizations (CBOs) receiving federal funds are exempt from the federal requirement of developing an EEOP, pursuant to 28 CFR, Part 42, Subpart E. However, CBOs are monitored by the U.S. Department of Health and Human Services in EEOP compliance matters.

Native American tribes receiving federal grant funds are exempt from EEOP requirements.

Failure to comply with EEOP requirements may result in withholding of grant funds until compliance is achieved.

A federal document, *Civil Rights Seven-Step Guide*, describes federal requirements, exemptions, contains necessary forms, and lists a telephone number to call for federal technical assistance on filings and meeting EEOP requirements.

Drug-Free Workplace

The federal Drug-Free Workplace Act of 1988 (41 USC 701), was established requiring grantees to ensure BOC that they will comply with the requirements of federal law as implemented in 28 CFR Part 67, Subpart F, for grantees, as defined in 28 CFR Part 67, Sections 615 and 620.

Through the enactment of California Senate Bill 1120 (Chapter 1170, Statutes of 1990), the Drug-Free Workplace Act of 1990 ("the Act") was established requiring grantees to ensure BOC that they will comply with the requirements of Government Code, Sections 8350-8357.

Every person or organization awarded a contract or a grant shall certify that it will provide a drug-free workplace by doing all of the following:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required in Government Code, Section 8355(a).



- b. Establishing a drug-free awareness program as required by Government Code, Section 8355, Subdivision (b), to inform employees about all of the following:
 1. The dangers of drug abuse in the workplace;
 2. The organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Providing as required by Government Code, Section 8355, Subdivision (c), that every employee who works on the proposed grant:
 1. Will receive a copy of the organization's drug-free policy statement;
 2. Will agree to abide by the terms of the organization's statement as a condition of employment on the contract or grant.

Lobbying

BOC grant funds shall not be used for the purposes of lobbying, as required by Section 1352, Title 31 of the U.S. Code, and implemented as 28 CFR, Part 69. Any expenditure or use of grant funds, grant property, or grant funded positions for any lobbying activities shall result in disallowed costs.

Debarment

It is the policy of the Federal Government to conduct business only with responsible persons, and a system for debarment and suspension from programs and activities involving federal financial and non-financial assistance and benefits assists agencies in carrying out this policy. Debarment or suspension of a participant by one agency has government-wide effect.

Applicants receiving federal funds must certify that they will adhere to Federal Executive Order 12549, Debarment and Suspension.

Fidelity Bond

A fidelity bond is not required of projects operated by state, city, school districts, or county units of government. American Indian governmental units do not qualify for an exemption from the fidelity bond requirement. Community-based organizations sponsored by state or local units of government may submit documentation verifying sponsorship in lieu of the bond.

The fidelity bond must be issued in an amount equal to 50 percent of the total grant award, including any augmentations, less matching funds if applicable. The fidelity bond may have a deductible in an amount not to exceed one percent of the bond. The bond period must cover the entire grant period.

The certificate holder or first loss payee must be the "State of California, Board of Corrections." In addition, the grant numbers for each grant covered must be included. The fidelity bond must be submitted to the BOC within 60 days of entering into a signed contract. Failure to comply with this requirement may result in withholding of grant funds and/or termination of the contract. The following must be included on the certificate:


- a. Bonding company name
- b. Bond number
- c. Description of coverage
- d. Amount of coverage
- e. Bond period

- f. Certificate holder
- g. Grant award number(s)
- h. Certificate holder or first loss payee

GRANT CONTRACTUAL REQUIREMENTS

General

Initial Grant Contract

Grant contracts for  funds are contingent upon BOC approval of a State of California Standard Agreement containing the following:

- A narrative description of the target region within the county in which the project will be implemented and why this region is being targeted, including an estimate of the number of at-risk juveniles within the target area; a brief history of past efforts to address juvenile offenders within the target area (prevention, intervention, supervision, and treatment); a description of current available resources; and a description of the objectives of the local community intervention resources that will be made available to juveniles in the project (as well as their families).
- A description of program evaluation activities to determine program effectiveness. The scope of the evaluation will be determined by statute and/or the BOC, and could vary from each source of federal funds.
- A timeline, which clearly defines milestones for project start-up, implementation, evaluation, and anticipated products and/or outcomes associated with each milestone.
- Identification of the organizations that will provide multiagency and community resources to program participants.
- Identification of key personnel assigned to the project, including the project manager, fiscal officer and data/research manager.
- Budget information, in-line item detail, and a budget summary identifying other funding sources dedicated to the project.
- A plan to sustain the program at the end of the grant period.

Promptly, upon awarding of a grant contract to a public or private contractor, the Grantee shall advise the BOC of the award and shall supply such information and documentation relevant to this project as may be required by the BOC.

Budget/Program Modification (Appendix B)

No substantial change or modification in the project will be permitted without prior written approval from the BOC. Substantial changes are those which affect the design or scope of the project; compliance with collection of data elements; and other significant changes in the budget or program component contained in the approved contract. Substantial modification requests shall be submitted to the BOC upon approval by the project manager. Upon receipt of a budget/program modification request, the BOC will respond to the project manager with its approval/disapproval within 60 days. Substantial changes shall not be implemented by the project until authorized to do so by the BOC.

Minor changes, such as changes in line staff personnel, dates and times of service delivery, and budget line item changes up to ten percent (10%) of the individual line items identified in the project budget may be executed without prior approval from the BOC; however, minor budget changes must be reported to the BOC in the next Quarterly Financial Invoice and Progress Report and a budget modification submitted to document the change and the justification for the change.

Under no circumstances will any budget line item changes be authorized which would cause the project to exceed the amount of the grant award identified in the contract. Further, in no event shall line item changes be authorized for the federal funds column of the administrative overhead line item, which would result in that line item exceeding ten percent (10%) of the grant maximum. Actual administrative overhead/indirect costs in excess of ten percent of the grant award may be claimed as match.

Grant Contract Amendment Request (Appendix C)

The grant contract may be amended upon agreement of both parties. Proposed grant contract amendments must be submitted in writing in the approved format. Sufficient justification must be supplied to support and demonstrate the need for the amendment.

Fiscal Invoice and Progress Report (Appendix D)

Grantees are required to submit Quarterly Fiscal Invoices and Progress Reports (QFIPR). Cash advances are not allowed; however, to assist with potential cash-flow issues, non-profit grantees are permitted to submit monthly fiscal invoices. Invoices are to be submitted on the QFIPR form. This form reflects total project expenditures, expenditures during the reporting period, reimbursement funds requested, matching funds if required, and the balance of funds remaining, along with a progress report. Progress reports must address all items contained on the form. The report must include, but is not limited to, a review of and specific statistical data collected during the reporting period. **Disbursement of funds to Grantee is on a reimbursement basis only, and will be for actual program costs incurred during a reporting period. Four copies must be submitted, each with original signatures of the project financial officer, project manager and the person preparing the invoice.** The signatures contained on this form certifies, on behalf of the Grantee, the report is accurate and was prepared in accordance with BOC's regulations, policies, and procedures; that the report reflects actual expenditures; and that all funds were expended for the purpose of liquidating obligations legally incurred for program activities.

Following are the reporting intervals and due dates for fiscal invoices:

<i>Reporting Periods</i>	<i>Due Date</i>
July 1 – September 30	November 15
October 1 – December 31	February 15
January 1 – March 31	May 15
April 1 – June 30	August 15

Failure to submit a financial invoice in a timely manner may result in payments being withheld, delayed, or denied. Persistent submittal of late or inaccurate invoices may result in the withholding of payments.

Final Research Evaluation Reports

Research evaluation reports will vary for each JJDP program category. Specific requirements will be delineated in the grant award contract.

PROJECT COSTS

Eligible Costs

Eligible project costs include, but are not limited to:

1. Salaries and benefits of employees directly involved in the delivery of services associated with the project;
2. Services and supplies necessary to deliver services directly associated with the project;
3. Travel as follows:

County/City/School Districts

A. Out-of-State Travel: Out-of-state travel is not allowed.

B. In accordance with agency travel policy: travel must comply with agency travel and liability requirements, and be necessary for the success of the project.

Non-Profit Organizations

Travel for community-based organizations is as follows:

A. Out-of-State Travel: Out-of-state travel is not allowed.

B. Mileage: When a privately owned vehicle is used on project-related business, a maximum of **34 cents per mile** is allowed, unless a higher rate is justified. This documentation must be on file and available for review and audit.

C. Meals and Incidentals

- **Breakfast \$6.00:** Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.
- **Lunch \$10.00:** Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.
- **Dinner \$18.00:** Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

- **Incidentals \$6.00:** Incidentals may be claimed for trips of 24 hours or more.
- **Total: \$40.00 per day**

D. Lodging (with receipts):

- **Statewide** (excluding counties identified below): **\$84.00 plus tax.**
- **Los Angeles and San Diego** counties: **\$110.00 plus tax.**
- **Alameda, San Francisco, San Mateo, and Santa Clara** counties: **\$140.00 plus tax.**

E. Other:

- Taxi, airport shuttle, etc. which exceed \$3.50 must be supported by receipt.

F. Parking:

- Parking in excess of \$10.00 must be supported by receipt. No short-term parking is allowed without a pre-approved written justification.
4. Professional or consultant services, including services provided by community-based organizations, required audits and other charges necessary for the delivery of services directly associated with the project;
 5. Fixed assets and computer equipment up to \$1,000 **per item**, that is necessary for the delivery of services directly associated with the project. Fixed assets above \$1,000 per unit will be considered on a case-by-case basis and require BOC approval prior to purchase;
 6. Lease payments for equipment, office space, automation and reprographic equipment, and other items necessary for the delivery of services directly associated with the project;
 7. Purchase or lease of a vehicle. Grantees proposing to use grant funds for this purpose must address the following questions in their proposal: describe the need; What steps were previously taken to address the need and why they were not effective?; What is the anticipated impact on the project if the request to purchase/lease a vehicle is not approved?; What agency or organization will operate the vehicle, provide insurance and assume liability?;
 8. Operational overhead, indirect and administrative costs necessary for the success of the project up to a maximum of ten percent (10%) of the total grant award (actual overhead, indirect and administrative costs in excess of 10% may be claimed as match). Grantees using grant funds for administrative overhead must maintain documentation supporting charges to the grant for this purpose. BOC staff may review the documentation during site and monitoring visits. In order to claim indirect costs, agencies must develop an indirect cost rate proposal pursuant to the Office of Justice Programs Financial Guide, Part III, Chapter 17 (see Appendix E). A copy of the Federal Financial Guide can be downloaded at www.bdcrr.ca.gov.
 9. Internet access to conduct program related business and activities.

Note: Title to any equipment purchased with state funds will vest in the state and the equipment will be returned to the state at the end of the grant period, if requested by the BOC. Grantees wishing to

maintain title of equipment purchased with grant funds are required to obtain written approval from the BOC (See Appendix F, Certification of Equipment).

Ineligible Costs

Ineligible project costs include, but are not limited to:

1. Site acquisition and/or construction costs (except approved plans under the JABG program);
2. Fixed assets, including vehicles, computer equipment, furniture, reprographic equipment, and other items over \$1,000 per item, unless a written declaration is made by the Project Manager and approved in writing, by the BOC, that the equipment to be purchased meets all the following criteria:
 - a. Is to be used for services directly associated with the project.
 - b. Is essential to the success of the project.
 - c. That the lease and rental options of the fixed assets have been thoroughly investigated and that purchasing the equipment is less expensive than leasing or renting the equipment for the grant period.
3. Supplanting existing programs, projects, resources, or personnel;
4. Personal injury compensation or damages arising out of or connected with the project, whether determined by adjudication, arbitration, negotiation, or otherwise;
5. Fines and penalties due to violation of or failure to comply with federal, state, or local laws and ordinances;
6. Costs outside the scope of the approved project;
7. Interest on bonds or any other form of indebtedness required to finance project costs;
8. All costs incurred in violation of the terms, provisions, conditions, or commitments of this contract;
9. All costs arising out of or attributable to grantee's malfeasance, misfeasance, mismanagement or negligence;
10. All costs arising out of or connected with contractor claims against the grantee, or those persons for whom the grantee may be vicariously liable, including, but not limited to, any and all costs related to defense or settlement of such claims;
11. Activities that are not directly related to the approved project;
12. Guns, ammunition, and body armor;
13. Use of grant funds to "buy-out" unused sick leave, vacation/administrative leave time not accrued during the grant period. Grant funds may only be used to "buy-out" any period of time an employee was assigned to the program and paid with grant funds;
14. Use of grant funds for out-of-state travel and per diem;

15. Bonuses or commissions;
16. Purchase of military – type of equipment;
17. Lobbying activities;
18. Fund raising activities; and
19. Costs incurred outside the grant period.

Any ineligible grant funds remitted to the BOC shall include interest equal to the rate of the State Pooled Money Investment Account.

Project Income

Project Income Generated by the Use of Federal Funds

Project income is defined as all income received by the grantee generated as a direct result of a grant supported activity. The portion of project income must be accounted for up to the same ratio of federal fund participation as funded in the project. For example, if the project is funded with 25 percent of federal funds, that percentage is the amount of project income that the Grantee must account for.

Types of income that relate directly to a grant and generate project income includes, but is not limited to, the following:

- Asset seizures and forfeitures;
- Client fees;
- Interest earned on generated income;
- Registration fees; and
- Sale of publications, videos, and other project generated materials.

Fundraising should not be recognized as project income, as grant funds cannot be used for organized fundraising.

Project income shall be used **as earned** by the Grantee for any purpose that furthers the broad objectives of the legislation under which the award was made (i.e. expanding the project, continuing the project, obtaining equipment or other assets needed for the project, or for the other activities that further the statute's objectives). Project income may only be used for allowable project costs. Project income cannot be used as required cash match, unless specifically allowed in the Program Guidelines.

Example:

A Grantee sponsors a conference and collects \$1,000 in registration fees. The reportable project income is \$1,000. The project would then submit a BOC Form 234 (Appendix G) indicating how the income was earned and a proposal on how to reallocate the income.

Asset Seizures and Forfeitures

All income received from the sale of seized and forfeited assets (personal or real property) or from seized and forfeited money as a result of grant related activity shall be reported as project income.

Project income may be retained by the entity earning the income or used by the project for any purpose that furthers the objectives of the legislation under which the grant was made. Projects may use project income funds from seized and forfeiture assets as match.

Example:

A Grantee receives \$1,000 from seized assets. The reportable project income is \$1,000. The project would then submit a BOC Form 234 indicating how the income was earned and a proposal on how to reallocate the income.

Project income must be reported at least once a quarter on a BOC Form 234, indicating how the income was earned, and a proposal on how to reallocate the income. Project income cannot be expended prior to the approval of the BOC 234. Records of receipt and disposition of project income must be maintained in the same manner as required for grant funds. A separate BOC 234 must be submitted when reporting the actual expenditure of project income. The expenditures must be shown in the same categories as approved.

Unless additional restrictions on the disposition of project income are contained in the Program Guidelines or grant award, project income must be:

- a. Used by the project for a purpose that furthers the objectives of the project for which the grant was made, such as expanding the project, continuing the project, and obtaining equipment or other assets needed for the project; or
- b. Deducted from the total project cost to offset the federal share of costs.

If the income does not have prior approval or if an income surplus exists at the end of the grant period, the income will normally be returned to BOC based on the percentage of federal monies provided by BOC to fund the project. This does not apply if otherwise specified in the Program Guidelines. Final determination on the disposition of such income will be made by BOC.

FEDERAL OFFICE OF JUSTICE PROGRAMS MATCH REQUIREMENTS

Match Requirements

Match requirements are determined on a program-by-program basis, unless otherwise stated in the program guidelines. Any deviation from the program guidelines must receive prior written approval of the awarding agency. Funds provided for a match must be used to support a federally funded project and must be in addition to, and therefore supplement, funds that would otherwise be made available for the stated program purpose.

Types of Match

1. **Cash Match** (hard) includes cash spent for project-related costs. Allowable cash match must include those costs which are allowable with federal funds with the exception of the acquisition of land, when applicable.

Cash match (hard) may be applied from the following sources:

- Funds from states and local units of government that have a binding commitment of matching funds for programs or projects;

- Funds from the following:
 - a. Housing and Community Development Act of 1974, 42 USC §5301, et seq. (subject to the applicable policies and restrictions of the Department of Housing and Development).
 - b. Appalachian Regional Development Act of 1965, 40 USC §214.
- Equitable Sharing Program, 21 USC §881(e) (current guidelines developed by the DOJ Asset Forfeiture Office apply). Forfeited assets used as match from the Equitable Sharing Program would be adjudicated by a federal court.;
- Funds contributed from private sources;
- Program income and the related interest earned on that program income generated from projects, provided they are identified and approved prior to making an award;
- Program income funds earned from seized assets and forfeitures (adjudicated by a state court, as state law permits);
- Funds appropriated by Congress for the activities of any agency of a Tribal government or the Bureau of Indian Affairs performing law enforcement functions on Tribal lands;
- Sources otherwise authorized by law.

2. **In-kind Match** (soft) includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law (other than cash payments), then the value of donated services could be used to comply with the match requirement. Also, third-party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expend them as allowable costs (see 28 CFR Part 66.24, Grants Management Common Rule for State and Local Units of Governments).

Timing of Matching Contributions

Matching contributions need not be applied at the exact time or in proportion to the obligation of the federal funds. However, the full matching share must be obligated by the end of the period for which the federal funds have been made available for obligation under an approved program or project. Time-phased matching may be required by the awarding agency on awards to non-governmental recipients.

Records for Match

Recipients and their subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included within its approved budget contributions which exceed the required matching portion, the recipient must maintain records of them in the same manner as it does the awarding agency funds and required matching shares. For all block/formula funds, the state has primary responsibility for subrecipient compliance with the requirements. For all discretionary funds, the recipient and the subrecipient or contractual recipient have shared responsibility for ensuring compliance with the requirements regarding matching shares.

Waiver of Match

1. 42 USC §3754(a) of the Omnibus Crime Control Act provides that, in the case of funds distributed to an Indian tribe which performs law enforcement functions (as determined by the Secretary of the Interior) for any program or project described in 42 USC §3752 of the Crime Control Act, the federal portion shall be 100 percent of such cost.
2. 42 USC §5675 (c) (1) of the Juvenile Justice Act provides that, in the case of an award under Title II to an Indian tribe, if the Administrator, Office of Juvenile Justice and Delinquency Prevention (OJJDP), determines that the tribe does not have sufficient funds available to meet the local share of the cost of any program or project to be funded under the award, the Administrator may increase the federal share of the cost thereof to the extent the Administrator deems necessary. This provision applies also to cooperative agreements.
3. In accordance with 48 USC §1469a, the awarding agency, in its discretion, shall waive any requirement for matching funds under \$200,000 otherwise required by law to be provided by the certain insular areas. This waiver applies to ALL awards made to American Samoa, Guam, Virgin Islands, and Northern Mariana Islands.

RECORD KEEPING

The Grantee shall establish an official file for this project. The file shall contain adequate documentation of all actions that have been taken with respect to the project, in accordance with generally accepted government accounting principles. The official file must be maintained in a central location or at a minimum be readily accessible for examination by the BOC, or any authorized representative.

The Grantee shall establish separate accounting records for receipt, deposit, and disbursement of all grant funds as specified in the grant contract.

The Grantee shall maintain books, records, documents and other evidence sufficient to reflect properly the amount, receipt, and disposition of all BOC grant funds as well as matching funds if applicable. The maintenance requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Source documents include copies of all awards, applications, and required financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the award, whether they are employed full-time or part-time. Time and effort reports are also required for consultants and contractors.

The Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured. All records relevant to the project must be preserved a minimum of three years after acceptance of the final audit and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BOC or designees or, by state government auditors or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

PROJECT MONITORING

**Programmatic
(Appendix H & I)**

BOC staff will regularly monitor the administration of the JJDP projects. The purpose of this programmatic monitoring process is to provide technical assistance, assess program compliance, and determine if the project is operating in accordance with the approved application, grant contract regulations, and the law.

Auditing

The state may audit all of a project's accounting records that relate to the administration of the grant. The state will recover any improper expenditure disclosed in such audits through withholding future payments and/or repayment by the agency at the discretion of the BOC. Any grant funds so remitted to the BOC shall include interest equal to the rate of the State Pooled Money Investment Account.

Audit Requirements (Appendix J)

Grantees agree that audit and accounting procedures shall be in accordance with generally accepted government accounting principles and practices (see Accounting Standards and Procedures for Counties, California State Controller, Division of Local Government Fiscal Affairs), and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail which will permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the support documentation. Grantees also agree to comply with all audit requirements outlined in Appendix J of the Juvenile Justice and Delinquency Prevention Program Grant Contract Administration and Audit Guide and the Office of Justice Programs Financial Guide.

The Grantee further agrees to the following audit requirements:

1. **Pre-payment Audit**
Prior to the deposit of grant funds into separate accounts, the BOC may require the Grantee to have a system audit performed by an auditor satisfactory to the BOC to ensure that the Grantee's accounting system meets generally accepted government accounting principals;
2. **Interim Audit**
The BOC reserves the right to call for an audit or compliance review (at the BOC's expense) at any time between the execution of this grant contract and the completion or termination of the project. At any time, the BOC may disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action determined to be not in compliance with the terms and conditions of this grant contract, or take other remedies legally available; and,
3. **Annual Audit**
Grantees are required to submit an annual audit report to the BOC within 120 days for each fiscal year of grant funding.

Federal Office of Justice Programs Audit Requirements

The following is from the Federal Office of Management and Budgets (OMB) Circular A-133 and applies to all grantees receiving federal funds.

Section 230 Audit Costs

- (a) **Allowable costs.** Unless prohibited by law, the costs of audits made in accordance with the provisions of this part are allowable charges to federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48 CFR parts 30 and 31), or other applicable cost principles or regulations.

(b) **Unallowable costs.** A non-federal entity shall not charge the following to a federal award:

- (1) The cost of any audit under the Single Audit Act Amendments of 1996 (31 U.S.C. 7501 *et seq.*) not conducted in accordance with this part.
- (2) The cost of auditing a non-federal entity which has federal awards expended of less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) per year and is thereby exempted under §**200(d)** from having an audit conducted under this part.

APPENDICES

APPENDIX A

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

Is responsible for reviewing the Grant Contract Administration and Audit Guide and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Board of Corrections including, but not limited to, the following areas:

I. Equal Employment Opportunity

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics), Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40). BOC funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

A.A. Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. Drug-Free Workplace Act of 1990

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

III. California Environmental Quality Act (CEQA)

The State of California requires all BOC funded projects to obtain written certification that the project is not impacting the environment negatively.

IV. Lobbying

BOC grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension

BOC funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the program and the funding terms and conditions of BOC, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and BOC disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from BOC shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for BOC or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Grantee may be ineligible for award of any future grants if the BOC determines that any of the following has occurred: (1) the Grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p> <p>Authorized Official's Signature: _____</p> <p>Authorized Official's Typed Name: _____</p> <p>Authorized Official's Title: _____</p> <p>Date Executed: _____</p> <p>Federal ID Number: _____</p> <p>Executed in the City/County of: _____</p>
<p>AUTHORIZED BY:</p> <ul style="list-style-type: none">• City/County Financial Officer• City Manager• Governing Board Chair <p>Signature: _____</p> <p>Typed Name: _____</p> <p>Title: _____</p>

APPENDIX B

State of California BUDGET/PROGRAM MODIFICATION Form BOC 223 (01/04)	Mail to : Board of Corrections 600 Bercut Drive Sacramento, CA 95814
---	--

1. Grantee _____	2. Grant Award # _____	5. Modification #: _____
3. Address _____		
	6. Grant Period: mm/dd/yyyy	From: _____
4. Project Title _____		To: _____

Revision to Budget	Current Allocation			Proposed Changes (+/-)			Revised Allocation
	<i>Federal Funds</i>	<i>Hard Match</i>	<i>In Kind Match</i>	<i>Federal Funds</i>	<i>Hard Match</i>	<i>In Kind Match</i>	
A. Salaries and Benefits							\$0.00
B. Services and Supplies							\$0.00
C. Professional Services							\$0.00
D. CBO Contracts							\$0.00
E. Administrative Overhead							\$0.00
F. Equipment - Fixed Assets							\$0.00
G. Other							\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Justification for Modification

Person Preparing Report	Project Financial Officer	Project Director
Signature _____	Signature _____	Signature _____
Name _____	Name _____	Name _____
Title _____	Title _____	Title _____
Address _____	Date _____	Date _____
City, State, Zip _____	Telephone Number _____	Telephone Number _____
Date _____		
Telephone Number _____		

Approved: _____
Date: _____

Board of Corrections Representative

Instructions

Fill this form out completely, showing the currently approved budgeted amounts for each Budget Category Line Item; the dollar amount being added to or deducted from each category; and the new totals. If there is no change in a particular category show a "0." Please explain the reason(s) for the budget modification.

If a design or scope of project modification, or if program evaluation component modifications are being requested, please provide an explanation of the requested modification and the justification for the request.

This form shall be signed by the person preparing the modification request, the project financial officer, and the project manager. The form must be submitted in quadruplicate to the BOC.

NOTE: This form is required when substantial changes are requested by the project. Substantial changes may include: those affecting the design or scope of the project; compliance with any agreed-upon program evaluation component or final product; and other significant changes in the program components addressed in the Implementation Plan or the Contract. Minor changes, including budget line item changes, up to ten percent (10%) may occur without prior authorization from the BOC, but require completion and submittal of this form with the quarterly invoice.

APPENDIX C

State of California CONTRACT AMENDMENT REQUEST Form JJDP 05		Board of Corrections Corrections Planning and Programs Division Juvenile Justice and Delinquency Prevention Program
A. Project: _____ Contract Number: _____ Grant Dates: From ____ / ____ / ____ To ____ / ____ / ____ Amendment Number: _____		
B. Section of contract to be considered for amendment:		
C. Justification for amendment (use additional pages as necessary):		
D. Requested specific contract language (use additional pages as necessary):		
Person Preparing Request _____ Signature _____ Name _____ Title _____ Date _____ Telephone	Project Financial Officer _____ Signature _____ Name _____ Title _____ Date _____ Telephone	Project Manager _____ Signature _____ Name _____ Title _____ Date _____ Telephone Approval: _____ Date _____
Mail to: Board of Corrections, Corrections Planning & Programs Division 600 Bercut Drive Sacramento, California 95814		

APPENDIX D **JUVENILE JUSTICE AND DELINQUENCY PREVENTION PROGRAM**

State of California FINANCIAL INVOICE FORM BOC 301 (Rev. 01/04)															
1. Grantee: _____ 3. Address: _____ 6. Project Title: _____				2. Grant Award #: _____ 7. Report Period: (mm/dd/yyyy) From _____ To _____				4. Invoice #: _____ 8. Grant Period: (mm/dd/yyyy) From _____ To _____				5. Final Report? Yes <input type="checkbox"/> No <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Only CBOs can Report Monthly			
REPORT IN WHOLE NUMBERS															
Line Items	BUDGET			Prior Expenditure				This Period				Balance			
	A. FEDERAL FUNDS	B. HARD MATCH	C. IN-KIND MATCH	Federal	Hard	In-Kind	E. Total	Federal	Hard	In-Kind	F. Total	Federal	Hard	In-Kind	G. Total
9. Salaries and Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Services and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11. Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12. CBO Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13. Administrative Overhead	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14. Equipment - Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16. Grand Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECAP		H. CUMULATIVE EXPENDITURES TO DATE													
17. Hard Match		\$ -										\$ -			
18. In Kind Match		\$ -										\$ -			
19. Federal Funds		\$ -										\$ -			
20. Total Expended/Claimed		\$ -										\$ -			
I hereby certify that I am the duly appointed, qualified, and acting financial officer of the herein named agency; I have not violated any of the provisions of Section 1030 of the Government Code in incurring the above expenditures reported in this request; nor in any other way; that Sections 1090 to 1095 of the Government Code will not be violated in any way in the expenditure of funds advanced pursuant to this request; and that the request is in all respects true, correct and in accordance with program provisions. I further certify that all funds here requested after the expiration date of this contract are for the purpose of liquidating obligations legally incurred under, and during, the life of this contract.															
PERSON PREPARING REPORT				PROJECT FINANCIAL OFFICER				PROJECT DIRECTOR							
Signature _____				Signature _____				Signature _____							
Name _____				Name _____				Name _____							
Title _____				Title _____				Title _____							
Date _____				Date _____				Date _____							
Telephone _____				Telephone _____				Telephone _____							
Mail to: Board of Corrections, 600 Bearcat Drive Sacramento, California 95814-0185															
Approval: _____ Date: _____ Board of Corrections Representative															
* Four original signatures/sets required															

QUARTERLY INVOICE AND PROGRESS REPORT

**TITLE II/JAIL REMOVAL/TITLE V
2004 PROGRESS REPORT
JUVENILE JUSTICE AND GRANTS PROGRAM**

EMAIL TO: **ASSIGNED FIELD REPRESENTATIVE**
BOARD OF CORRECTIONS
www.bdcrr.ca.gov
(916) 445-5073

DIRECTIONS: Please complete Sections I - II quarterly and submit with Financial Invoice (Form 201). Please review Section III in preparation for Final Progress Report to be submitted 45 days after end of grant period.

I. PROFILE OF PROGRAM PARTICIPANTS

ALL PROJECTS: Using the categories below, please indicate the number of juveniles who participated in the program during the reporting period, indicating whether male or female. **Program Name:** **Quarter:**

602 Wards		Deferred Entry of Judgment (DEJ) Juveniles		601 Wards		Informal Probationers (Including 654's)		Other "At Risk" Juveniles		Other Juveniles		TOTAL	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

JAIL REMOVAL PROJECTS ONLY: Specify the number of juveniles meeting the following criteria during the reporting period:

JAIL REMOVAL PROGRAM	Male	Female
Transferred to out-of-county juvenile detention facilities: Name of Facility Days in Custody		

**TITLE II/JAIL REMOVAL/TITLE V
2004 PROGRESS REPORT
JUVENILE JUSTICE AND GRANTS PROGRAM**

II. QUARTERLY PROGRESS REPORT

ALL PROJECTS: Provide Output measure(s) for each objective as listed in grant award and a **complete** and **detailed** summary as to what has been achieved under “Summarize Progress”. Include any problems encountered and their resolution. Do you request Technical Assistance from BOC staff?
Yes No If yes, please indicate nature of request.

PROJECT TITLE:

PROJECT GOAL:

(Copy for additional objectives)

OBJECTIVE 1 (Specify as listed in Grant Award):

Output Measure Activities	Projected number	This Quarter		Cumulative	
		#	%	#	%

Summarize Progress:

**TITLE II/JAIL REMOVAL/TITLE V
2004 PROGRESS REPORT
JUVENILE JUSTICE AND GRANTS PROGRAM**

III. A. FINAL REPORT: NARRATIVE SUMMARY

ALL PROJECTS: Please answer the following questions and provide the requested information in the tables below.

A. Probation Department: Typically, where in the system is the juvenile when they enter your program?

☐ Pre-referral ☐ Diversion ☐ Adjudication ☐ Incapacitation ☐ Aftercare

B. Community-Based Program: Typically, how are youth referred to your program?

☐ School ☐ Probation ☐ Family ☐ Other Specify:

1. Discuss the impact the project has had on the problem areas identified in the project's Grant Award Agreement. Specifically address your project's objectives.
2. Discuss your project's collaboration efforts with other agencies throughout the grant period.
3. If applicable, discuss the development and implementation of services/activities for parents and the prevalence of parental involvement with youths in non-school program activities.
4. Discuss services/activities provided for youth weekday hours from 3P.M. – 8P.M. and weekend/vacation periods.
5. Describe the progress the project has had on meeting the expected outcomes and the effectiveness of the program in preventing or reducing juvenile crime in your community.
6. Describe modifications/improvements you recommend for the program.
7. Describe the lessons you have learned from the program to date.

**TITLE II/JAIL REMOVAL/TITLE V
2004 PROGRESS REPORT
JUVENILE JUSTICE AND GRANTS PROGRAM**

III. B. FINAL REPORT: DISPROPORTIONATE MINORITY CONTACT (DMC) DATA COLLECTION

	Number of Youth Referred		Number of youth participating		Number of youth withdrawn		Number of youth transferred out of region		Number of youth failed	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Hispanic										
African American										
Asian/Pacific Islander										
American Indian										
White										
Other										
Total										

NUMBER OF CULTURAL AWARENESS TRAININGS PROVIDED TO STAFF DURING REPORTING PERIOD:

Number of trainings: Number of staff attending:

ARE VOLUNTEERS USED IN THE PROGRAM? YES NO

If yes, how many volunteers participated in the project during the reporting period?

How many volunteer hours have been recorded since the start of the program?

INSTRUCTIONS FOR COMPLETING PROGRAM INVOICE AND PROGRESS REPORT

Instructions for completing the invoice are embedded into the form. Place your cursor on any cell that has a red flag in the upper right-hand corner and instructions to complete this section will be displayed.

Complete all requested information on the Progress Report Sections I and II for each quarterly submittal. Complete Section III for the Final Progress Report only.

To ensure timely payment of funds, this invoice must be complete and accurate. All amounts must be expressed in whole dollars.

Mail completed invoice to the following:

Board of Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, California 95814-0185

APPENDIX E

INDIRECT COSTS

The following are excerpts from the Office of Justice Programs Financial Guide of 2002. Please refer to the Federal Financial Guide for complete information concerning indirect costs.

Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Approved Plan Available

1. The awarding agency may accept any current indirect cost rate or allocation plan previously approved for a recipient by any federal awarding agency on the basis of allocation methods substantially in accord with those set forth in the applicable cost circulars.
2. Where the approved final indirect cost rate is lower than the actual indirect cost rate incurred, recipients may not charge expenses included in overhead pools (e.g., accounting services, legal services, building occupancy and maintenance, etc.) as direct costs.
3. Organizations with an approved indirect cost rate, utilizing total direct costs as the base, usually exclude contracts under awards or corporation agreements from any overhead recovery. The negotiation agreement will stipulate that major subcontracts are excluded from the base for overhead recovery. The term subcontract means any contract awarded under the award or corporation agreement.

Establishment of Indirect Cost Rates

1. In order to be reimbursed for indirect costs, a recipient must first establish an appropriate indirect cost rate. To do this, the recipient must prepare an indirect cost rate proposal and submit it to the cognizant federal agency. The cognizant federal agency is generally determined based on the preponderance of federal dollars received by the recipient.
2. Copies of brochures of indirect cost rates that may describe the procedures involved in the computation may be obtained from the U.S. Superintendent of Documents, United States Government Printing Office, Mail Stop: SSOP, Washington, DC 20402-9328.
 - **OASC-1 (Rev)**--A Guide for Colleges and Universities, Cost Principles and Procedures for Establishing Indirect Cost Rates for Research Awards with the Department of Health, Education and Welfare.
 - **OASMB-5 (Rev)**--A Guide for Non-Profit Institutions, Cost Principles and Procedures for Establishing Indirect Cost and Other Rates for Awards with the Department of Health, Education, and Welfare.
 - **ASMB C-10**--A Guide for State, Local, and Indian Tribal Governments, Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government.

Approving Rates for Subrecipients

This is the responsibility of the direct recipient. The federal awarding agency will not approve indirect cost rates beyond the direct recipient level.

APPENDIX F

**JUVENILE JUSTICE AND DELINQUENCY PREVENTION PROGRAM
CERTIFICATION OF EQUIPMENT**

Grantee _____ Grant Contract Number _____

Project Title _____

Project Address _____

Contact Person _____ Telephone Number _____

Grant Period _____ Date _____

I hereby certify the following fixed assets* purchased under the Juvenile Justice and Delinquency Prevention Program grant contract will be used for delinquency prevention/intervention related activities or to further the original intent of the grant award.

TYPE OF EQUIPMENT	COST	DATE PURCHASED	SERIAL NUMBER
-------------------	------	----------------	---------------

Project Manager: _____ Date: _____

Fiscal Officer: _____ Date: _____

Field Representative: _____ Date: _____

Decision of Field Representative: _____ Approved _____ Disapproved

*Applies to fixed assets, purchased with grant funds, exceeding \$1,000.

APPENDIX G

BOARD OF CORRECTIONS

PROJECT INCOME REPORTING TRANSMITTAL

BOC 234 (Rev. 5/04)

☐ Reporting Income☐ Reporting Expenditures

(1) GRANTEE		(2) GRANT AWARD NUMBER			
(3) ADDRESS					
(4) PROJECT TITLE		(5) REPORT PERIOD			
(6) GRANT PERIOD	(7) CONTACT PERSON	(8) PHONE NUMBER			
(9) Project Income (check all that apply)	(10) Income Received	(11) Proposed Income Allocation			
Asset Forfeiture <input type="checkbox"/>	\$ _____	Salaries and Benefits	\$ _____		
		Services and Supplies	\$ _____		
Client Fees <input type="checkbox"/>	\$ _____	Professional Services	\$ _____		
		CBO Contracts	\$ _____		
Interest Earned on Generated Income <input type="checkbox"/>	\$ _____	Administrative Overhead	\$ _____		
		Equipment/Fixed Assets	\$ _____		
Registration Fees <input type="checkbox"/>	\$ _____	Other	\$ _____		
Other Project Oriented Materials <input type="checkbox"/>	\$ _____	Total	\$ _____		
Other (please describe): <input type="checkbox"/>	\$ _____	(Totals for Project Income and Proposed Income Allocation must match)			
(12) Expenditure Reporting		(13) Will project income expenditures be used to further the project's activities?			
Salaries and Benefits	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please explain) _____ _____ _____ _____ _____			
Services and Supplies	\$ _____				
Professional Services	\$ _____				
CBO Contracts	\$ _____				
Admin. Overhead	\$ _____				
Equipment/Fixed Assets	\$ _____				
Other	\$ _____				
Total	\$ _____				
(14) LOCAL APPROVAL SIGNATURES	DATE	(15) BOC APPROVAL SIGNATURES	APPROVE	DISAPPROVE	DATE
(A) PROJECT MANAGER		(A) PROGRAM STAFF	<input type="checkbox"/>	<input type="checkbox"/>	
(B) FINANCIAL OFFICER		(B)	<input type="checkbox"/>	<input type="checkbox"/>	
		(C)	<input type="checkbox"/>	<input type="checkbox"/>	

Reason for disapproval of reporting request:

APPENDIX H

BOARD OF CORRECTIONS

JUVENILE JUSTICE AND DELINQUENCY PREVENTION PROGRAM

SITE VISIT REPORT

Grantee:

Contract Number:

Project Title:

Project Manager:

Fiscal Officer:

BOC Staff:

Date of Site Visit:

Funding Level:

A. PROGRAM SUMMARY

B. ADMINISTRATIVE REVIEW

1. Does the project have a copy of the BOC Contract Administration Policies and Procedures Manual for counties and the Contract Administration Audit Guide? ☐ Yes ☐ No

If no, date provided by the BOC Staff.

2. Were grant funds budgeted to purchase equipment? ☐ N/A ☐ Yes ☐ No

If yes, has the equipment been ordered or received? ☐ Yes ☐ No

If yes, has the project established an inventory list to track equipment purchased with grant funds? ☐ Yes ☐ No

If no, explain and discuss any action to be taken.

3. Does the project maintain time sheets for employees paid with grant funds? ☐ Yes ☐ No

If no, explain and discuss Technical Assistance provided (TA).

4. Does the project budget contain administrative costs exceeding 10%? ☐ Yes ☐ No

If yes, describe TA provided.

5. Are all project sub-contracts complete? ☐ N/A ☐ Yes ☐ No

If no, what is the current status of budgeted sub-contracts?

6. Does the funded project have an Equal Opportunity Plan/Program? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

7. Has the project established a Drug-Free Awareness Program as required by Government Code, Section 8355 (a)? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

8. Is county/city/non-profit organization maintaining an Equal Employment Opportunity Program that meets federal or U.S. Department of Health and Human Services requirements? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

9. If the grant is \$500,000 or more in federal funds is an Equal Employment Opportunity Plan countywide federal approval letter on file at the BOC? ☐ Yes ☐ No

If no, explain and describe the action to be taken

10. If receiving federal funds, is the county/city aware of the requirement to forward to the Office for Civil Rights a copy of any finding of discrimination by a court or administrative agency? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

11. Has the project published a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited as required by Government Code, Section 8355? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

C. PROGRAM REVIEW

1. Is the project experiencing problems with program implementation or operations? ☐ Yes ☐ No

If yes, describe and explain TA provided.

2. Does the project have a source documentation system to track services provided to clients? ☐ Yes ☐ No

If yes, does it appear the source documentation system is sufficient to verify statistical data reported to BOC in progress reports? ☐ Yes ☐ No

If no, was TA provided to assist with the development of a source documentation tracking system? ☐ Yes ☐ No

3. Have all grant funded staff positions been filled? ☐ Yes ☐ No

If no, when does the project anticipate all positions will be filled?

4. Does the project manager have questions about preparing the progress report? ☐ Yes ☐ No

If yes, describe TA provided.

5. If available, interview staff assigned to the project. Based upon the interviews are staff performing project specific duties as stated in the grant proposal? ☐ Yes ☐ No

If no, explain TA provided to address this issue?

6. Review the monitoring process and monitoring report form with the project manager.

Does the project manager have a clear understanding of what will be evaluated and reviewed during a monitoring visit? ☐ Yes ☐ No

If no, is additional TA needed? ☐ Yes ☐ No

7. Does it appear the objectives for the project are obtainable? ☐ Yes ☐ No

If no, should objectives be modified? ☐ Yes ☐ No

Additional Comments:

8. Has the project experienced operational or service delivery problems? ☐ Yes ☐ No

If yes, describe and explain TA provided.

9. Is the project experiencing problems receiving referrals? ☐ Yes ☐ No

If yes, explain and describe any TA provided.

D. FISCAL REVIEW

1. Does the fiscal officer, or his/her representative, need TA in completing BOC invoices? ☐ Yes ☐ No

2. Does the project maintain an official budget file for the project? ☐ Yes ☐ No

If no, notify the fiscal officer, or representative, this is a requirement of the grant.

Name of Person Notified: _____

Date Notified: _____

3. Do project fiscal records appear to support amounts claimed for reimbursement? ☐ Yes ☐ No

If no, explain and describe TA provided.

4. Did the project purchase any fixed assets over \$1,000 that were not approved by the BOC? ☐ Yes ☐ No

If yes, explain.

5. Is the fiscal officer aware an audit is required for this grant? ☐ Yes ☐ No

Is the fiscal officer aware that as a cosigner to the contract he/she, or tribal auditors reporting to the fiscal officer, cannot perform the audit? ☐ Yes ☐ No

If no, describe TA provided.

6. Were any fiscal problems noted during the site visit?

☐ Yes ☐ No

If yes, describe and explain TA provided.

E. PROGRAM EVALUATION

NOTE: This section of the Site Visit Report is specific to the type of funding received (Title II, Title V, Challenge, JABG).

F. SITE VISIT RESULTS

Comments/Observations:

G. ADDITIONAL INFORMATION/PROJECT HIGHLIGHTS

Field Representative: _____

Reviewed and Approved By: _____

Karen Stoll, Deputy Director
Corrections Planning and Programs Division
Juvenile Justice and Delinquency Prevention Programs

Date Approved: _____

APPENDIX I

<p style="text-align: center;">BOARD OF CORRECTIONS CORRECTIONS PLANNING AND PROGRAMS DIVISION PREVENTION/INTERVENTION PROGRAM MONITORING REPORT</p>

Grantee:

Contract Number:

Project Title:

Fiscal Manager:

Project Manager:

Date of Monitoring:

Field Representative:

Project Summary:

A. ADMINISTRATIVE REVIEW

1. Did the project purchase equipment with contract funds during the monitoring period?

☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

2. Does the project maintain time sheets on all staff charged to the contract? ☐ Yes ☐ No

3. Are progress reports and financial invoices current? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

4. Did the project budget contain administrative overhead? ☐ Yes ☐ No

If yes, did it exceed the 10% amount allowed? ☐ Yes ☐ No

If yes, what percent was charged and what is the suggested action to be taken.

5. If applicable, have sub-contracts been awarded. ☐ N/A ☐ Yes ☐ No

If yes, identify who the sub-contractors are.

Have copies of the sub-contract agreements been provided to BOC? ☐ Yes ☐ No

If no, explain.

6. Obtain the name, telephone number and a contact person for five agencies the project worked collaboratively with in connection with grant activities.

	<u>Agency Name</u>	<u>Telephone Number</u>	<u>Contact Person</u>
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
E.	_____	_____	_____

7. Were there any substantial modifications made that were not reported and approved by the BOC? Substantial changes are those which affect the design or scope of the project; compliance with the agreed-upon program evaluation or data collection component; individual budget line item changes over 10% of the amount indicated for the individual line items identified in the approved budget; and other significant program delivery components addressed in the project application. ☐ Yes ☐ No

If yes, what has changed and what action should be taken?

8. Has the project established a Drug-Free Awareness Program as required by Government Code, Section 8355 (a)? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

9. Is county/city/non-profit organization maintaining an Equal Employment Opportunity Program that meets federal or U.S. Department of Health and Human Services requirements? ☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

10. If the grant is \$500,000 or more in federal funds is an Equal Employment Opportunity Plan countywide federal approval letter on file at the BOC? ☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

11. If receiving federal funds is the county/city/non-profit organization aware of the requirement to forward to the Office for Civil Rights a copy of any finding of discrimination by a court or administrative agency?

☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

12. Has the project published a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited as required by Government Code, Section 8355?

☐ Yes ☐ No

If no, explain and describe the action to be taken:

13. Field Representative comments pertaining to Administrative Review.

Summary of comments made by agencies contacted.

B. PROGRAM REVIEW

1. Did the project maintain source documentation (case records, files, sign-up sheets, etc.) for the clients served?

☐ Yes ☐ No

If no, explain and describe the action to be taken.

2. Did the project records reviewed provide sufficient detail to support information reported in Progress Reports and/or the Final Project Report?

☐ Yes ☐ No

If no, explain and describe the action to be taken.

3. Are all funded positions filled and performing grant related duties?

☐ Yes ☐ No

If no, identify which position(s) have not been filled and why.

4. Has the project experienced operational or service delivery problems?

☐ Yes ☐ No

If yes, explain and describe the action to be taken.

5. How many new youth were served during the last six-month reporting period? _____
What reporting period was this information taken from? _____
6. Did the project adhere to the program design approved by the BOC? ☐ N/A ☐ Yes ☐ No
If no, explain and describe the action to be taken.
7. Did the minors served meet the established Prevention and/or Intervention Criteria?
☐ Yes ☐ No
If no, explain and describe the action to be taken.
8. Did the project operate in a manner consistent with the approved proposal? ☐ Yes ☐ No
If no, explain and describe the action to be taken.
9. Has the project experienced any implementation or operational problems? ☐ Yes ☐ No
If yes, explain and describe how the problems were resolved.
10. Field Representative comments pertaining to Program Review.

C. FISCAL REVIEW

1. Were contract funds used to supplant existing programs or personnel? ☐ Yes ☐ No
If yes, explain and describe the action to be taken.
2. Does the agency maintain an official budget file for the project? ☐ Yes ☐ No
If no, explain and describe the action to be taken.

If yes, identify where the file is located and the name of the person responsible for maintaining the official budget file.

Location of the Budget File:

Name of the Contact Person: _____

Telephone: _____

3. Do fiscal accounting records appear to contain adequate supporting documentation? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

4. Does the source documentation reviewed appear to support and verify amounts expended or encumbered? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

5. Do all expenditures appear to meet contract eligibility? (as defined in the Contract Administration Policies and Procedures for counties and the Contract Administration Audit Guide) ☐ Yes ☐ No

If no, explain and describe the action to be taken.

6. Were grant funds used for construction of facilities? ☐ Yes ☐ No

If yes, explain and describe the action to be taken.

7. Were grant funds used to pay expenses incurred prior to the contract term? ☐ Yes ☐ No

If yes, explain and describe the action to be taken.

8. Were all BOC contract funds received by the project deposited into separate fund accounts/sub-accounts, which identify the funds and show the manner of their disposition? ☐ Yes ☐ No

If no, explain and describe the action to be taken.

9. Did the project lease any equipment that has not already been reported to BOC? ☐ Yes ☐ No

If yes, identify the equipment.

10. If equipment was purchased with grant funds does the project plan to submit a certification of equipment form to retain title? ☐ Yes ☐ No

If yes, has the project established an inventory list to track equipment purchased with grant funds? ☐ Yes ☐ No

11. Has the project budgeted for a final audit? ☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

12. Did general and subcontractor contracts contain the required contract language? ☐ N/A ☐ Yes ☐ No

13. Did the project purchase, with grant funds, any fixed assets over \$1,000 that were not specified in the contract or approved by the Board of Corrections? ☐ Yes ☐ No

If yes, explain and describe the action to be taken.

14. Does the project appear to have adequate and documented internal controls? (policy and procedures) ☐ N/A ☐ Yes ☐ No

If no, explain and describe the action to be taken.

15. Field Representative comments pertaining to Fiscal Review.

D. PROGRAM REPLICATION

1. What did the project experience as the most difficult aspect of project implementation?

Explain and describe how the problems were resolved, if appropriate.

2. To date what, if any, aspects of the program had the most significant impact?
3. To date what, if any, aspects of the program had the least impact?
4. To date what changes, if any, would you make to enhance the program?
5. To date what suggestions, if any, would you make to someone wanting to replicate your program?

E. PROGRAM EVALUATION

NOTE: This section of the Site Visit Report is specific to the type of funding received (Title II, Title V, Challenge, JABG).

F. MONITORING RESULTS

Has the project complied with BOC grant regulations?

☐ Yes ☐ No

If no, explain compliance findings.

If no, what corrective action is recommended to ensure compliance with BOC requirements?

Comments/Observations:

Board of Corrections Field Representative: _____

Reviewed and approved by: _____

Karen Stoll, Deputy Director
Corrections Planning and Programs Division
Juvenile Justice and Delinquency Prevention Programs

Date Approved: _____

APPENDIX J

JUVENILE JUSTICE AND DELINQUENCY PREVENTION PROGRAM AUDIT GUIDE & REQUIREMENTS

Purpose of the Audit Guide

The Board of Corrections (BOC), Juvenile Justice and Delinquency Prevention Program Audit Guide is designed to assist the county auditor or independent auditor hired by the county, city, school district, or non-profit organization, to perform the final audit. It offers general insight into the nature and scope of the audit, provides guidelines for the audit report and financial statements, and identifies the minimum audit and reporting requirements necessary to comply with the BOC audit requirements. For the purpose of this audit guide, the term “financial statement” refers to the statement of grant and match revenue, if applicable, and expenditures. This document is not intended to be either a complete manual of audit procedures or a substitute for the auditor’s judgment.

Final Audit Requirements

1. Responsibility

Within 120 calendar days of the grant contract expiration date, the project must obtain and submit a final audit to the BOC. When the agency is making its audit arrangements, advanced planning should be used to ensure the audit is started at project completion and completed with the required time frame. The agency should also allow time for its response to any findings and audit recommendations before the report is sent to the BOC.

Each audit shall consist of an examination of all federal funds. The audit shall be performed in accordance with generally accepted auditing standards, as promulgated by the American Institute of Certified Public Accountants (AICPA), generally accepted governmental auditing standards, as promulgated by the Comptroller General of the United States, and the standards issued by the BOC. The AICPA’s Statements on Auditing Standards (SAS) No. 74, “Compliance Auditing Considerations in Audits of Governmental Entities and Recipients of Governmental Financial Assistance,” provides further information and guidance when auditing a governmental entity’s financial statements and determining compliance with laws, regulations, and grant contract requirements.

Audits should be performed under the direction of a certified public accountant or an independent county, city, and school district internal auditor satisfactory to the BOC. If a county, city, or school district internal auditor performs the audit, the auditor must be organizationally independent from the agency’s accounting and project management functions. Additionally, they should obtain assurances that the personnel selected to perform the audit collectively have the necessary skills. It is important that a sound procurement practice be followed when contracting for audit services. Sound contract and approval procedures, including the monitoring of grant contract performance, should be in place. The objectives and scope of the audit should be made clear. In addition to

price, other factors to be considered include: the responsiveness of the bidder to the request for proposal; the past experience of the bidder; availability of the bidder staff with professional qualifications and technical abilities; and whether the bidder organization participates in an external quality control review program. It should also be noted that these steps are important whether the county, city, school district is hiring auditors from an outside CPA firm or within its own internal auditing unit.

Since the audit function must maintain organization independence, the county, city, school district financial officer for this project, as cosigner to the grant contract, cannot perform audits of the grant contract-related activities. Additionally, internal auditors who report to the financial officer, or to whom the financial officer reports, are cautioned not to perform the audit. The person conducting the audit shall be a public accountant or certified public accountant, unless the audit is completed by a county, city, or school district auditor. Failure to comply with these qualification standards could result in the rejection of the audit report by the BOC.

Counties, cities, and school districts also have the option of meeting audit requirements through a Federal Single Audit. However, advance approval is required by the BOC since the timing of the audit may impact the submission of the final audit within 120 calendar days of the grant contract expiration date. If the county, city, or school district decides to submit a Federal Single Audit report in order to satisfy the final audit requirement, the following items must be included in the report:

- a. A Statement of Grant Revenues and Expenditures specific to the grant;
- b. Supplemental Schedules: Schedule of Eligible Project Costs and Schedule of Disallowed or Questioned Costs;
- c. A compliance review to ensure the required language is included in the contracts, separate records are maintained for grant related expenditures and disbursements, and budget modifications were completed as required by the grant contract.

In addition to the final audit, the BOC may require a prepayment audit prior to the deposit of grant funds into a separate account to ensure that the agency's accounting system meets generally accepted accounting principles.

The BOC also reserves the right to call for an audit at any time between the execution of the grant contract and the completion or termination of the program.

2. Audit Scope

Audits must include, at a minimum, an examination of: the systems of internal control; systems established to ensure compliance with laws and regulations affecting the expenditures of federal funds; financial transactions and accounts; and the agency's process for the submission of contractor billings as well as billings the contractor has submitted to the agency for performance of program tasks. These examinations are to determine whether:

- a. There is effective control over and proper accounting for expenditures, assets, and liabilities;
- b. The periodic financial statements are fairly stated in all material respects;

- c. State funds were expended in accordance with the terms and scope of the grant contract and those provisions of state law and regulations that could have a material effect on the financial statements;
- d. State funds were expended in accordance with the terms of the project related contracts between the agency and third parties, and that the terms and scope of those third-party contracts complied with provisions of the agency's grant contract with the BOC; and
- e. In order to accomplish (c) above, a representative number of charges to federal funds shall be tested. The test shall be representative of all cost categories in the agency's grant contract.

The test is to determine whether the charges:

- Conform to any limitations or exclusions in the award of federal funds;
 - Included only eligible charges and did not include costs properly chargeable to other programs or accounts;
 - Were properly recorded (i.e., correct amount, date) and supported by source documentation; and
 - Were approved in advance, if they involved a modification subject to prior approval in accordance with the BOC Grant Contract Standard Conditions.
- f. The audit shall also identify any program-related claims by or against the agency pending at the time the audit is conducted.

3. Testing

A sufficient number of items should be selected for review, which represent all material cost categories in the agency's grant contract and adequately support the auditor's opinion on the Grantee's Statement of Grant Revenues and Expenditures, internal controls, and compliance with laws, regulations, and grant contract requirements. The audit should determine whether:

- a. Grantee's internal controls over the program are effective and working as intended;
- b. Reported program expenditures are allowable;
- c. Reported expenditures conform to funding or program limitations or exclusions;
- d. Report expenditures are not charged to (or reimbursed by) other programs or funding sources;
- e. Transactions are properly approved, reported, and supported by source documentation;
- f. Reported expenditures were incurred within the appropriate period; and

g. Grantee complied with applicable laws, regulations, and grant contract requirements.

4. Financial Statement of Grant Revenues and Expenditures

The financial statement that will be included in the audit report is called the *Statement of Grant Revenues and Expenditures*. The *Statement of Grant Revenues and Expenditures* presents the audited program revenues and expenditures. Although only the amounts reported by the Grantee are required to be audited, the auditor should identify all program revenues and expenditures for propriety. Refer to Exhibit E for an example.

5. Notes to the Statement of Grant Revenues and Expenditures

The *Notes to the Statement of Grant Revenues and Expenditures* should include sufficient information to assure fair financial statement presentation and adequate disclosure. The notes include, but are not limited to:

- a. Description of the Grantee's reporting structure;
- b. General program information;
- c. Description of grant;
- d. Basis of financial statement presentation;
- e. Basis of accounting and other significant accounting policies;
- f. Pending litigation;
- g. Ineligible material program costs; and
- h. Other funding sources.

Note: The above list is not meant to be inclusive and may not apply to all audits.

6. Supplemental Information

Supplemental information to the Statement of Grant Revenues and Expenditures includes the following schedules to highlight specific areas of the Grantee's grant activity:

- a. Grant contract budget and actual costs (by budget category);
- a. Eligible project costs (by budget category); and
- b. Recommended disallowed costs.

Refer to Exhibit F, G, and H for examples.

7. Audit Certification

The audit report to the BOC should contain:

- a. A description of the statements examined and the period covered; and
- b. An opinion as to whether all audit scope criteria have been met satisfactorily by the Grantee. If an unqualified opinion cannot be expressed, state the nature of the qualification, reservation, or exception.

8. Grantee Specific Requirements (if appropriate)

The audit report to the BOC should contain any Grantee-specific requirements not aforementioned.

9. Audit Findings and Recommendations

The auditor shall advise the Grantee of any findings and recommendations. The final audit report shall be sent to the Governing Board of the Grantee and shall incorporate the Grantee's response and plans for corrective actions to any auditor findings and recommendations. One copy of the final audit report, including management letters and corrective action plans (if applicable), must be filed with the BOC no later than 120 calendar days after completion of the program.

Audit findings and recommendations shall be explained in sufficient detail to enable the reader to understand both the condition (showing cause and effect) and the criteria of the weakness or condition of noncompliance. The recommendation should relate to the specific cause of the finding.

Grantee management is responsible for corrective action and follow-up on all audit findings. A corrective action plan for each finding and recommendation must be prepared by the Grantee (within ten days after notification of the findings) and submitted to the BOC as part of the final audit report. The corrective action plan must include:

- a. Description of each finding and recommendation;
- b. Specific steps taken to remedy the finding or implement the recommendation;
- c. Timetable for performance of each corrective action; and
- d. Description of monitoring to be performed, and who will perform it to ensure implementation of each corrective action.

10. Review of Audit Reports – Release of Withholding of Disbursement

The BOC has the responsibility of conducting desk reviews of the audit report(s) to determine whether the report is in conformance with the provisions of this manual. Conformance problems are judged for materiality in relation to the audit report(s) being reviewed. Reports with major reporting problems or a significant number of minor problems will be rejected.

After review of each audit report, the BOC will mail written notification of the desk review results to the Grantee and the auditor. For reports that are not accepted, notification letters will include a brief description of each deficiency. The auditor is required to make necessary corrections and submit the revisions promptly. The BOC will assist in all efforts to correct report deficiencies so that an acceptable report is filed. Auditors and counties are encouraged to contact their assigned BOC representative if they have any questions.

As indicated in the grant contract requirements section of this manual, at such time as the balance of grant funds allocated to the project reaches five percent (5%), the BOC shall withhold that amount as security, to be released to the agency upon complying with all grant contract provisions.

Upon review of the results of the final audit report and corrective action plan (if any), under normal conditions, if the requirements in the above paragraph are met and there are no internal control findings, questioned costs or ineligible expenditure findings, the BOC will release the final five percent (5%) of grant funds to the agency and close out the program and grant contract. If there are questioned costs or ineligible grant or match expenditures, the BOC will contact the Grantee to resolve the issue prior to the release of any funds withheld.

The BOC may disallow (deny use of grant funds) all or part of the cost of the activity or action determined to be ineligible and not in compliance with the terms and conditions of the grant contract. If this occurs, the BOC will deduct ineligible grant expenditures from the amount withheld and release the balance to the Grantee. If ineligible grant expenditures exceed five percent (5%) withheld, the BOC will request necessary repayment or take other remedies legally available. Any funds returned must include interest equal to the rate of the State Pooled Money Investment Account.

11. Retention of Records

The Grantee should include the following provisions in their contracts for outside audits:

The BOC, the Department of General Services, the Department of Finance, or their designated representatives shall be granted access to audit working papers prepared by the auditor and shall be retained for a minimum of three (3) years from the date of the audit report unless the auditor is notified in writing by the BOC to extend the retention period

EXHIBITS

ILLUSTRATIVE AUDITOR'S REPORTS

The following illustrations of audit reports are intended for information purposes to provide general assistance to the auditor. These reports are issued for an unqualified opinion. If the auditor finds it necessary to issue an opinion other than unqualified, reference should be made to the appropriate Statements on Auditing Standards (SAS) as noted below. If the auditor issues an opinion on the agency's financial statements as part of a Single Audit, reference should be made to SAS 58 (Reports on Audited Financial Statements) (Appendix A). If the auditor conducts an audit of grant activities and issues an opinion on the Statement of Grant Revenues and Expenditures, then SAS 62 (Special Reports) is to be used as shown in Appendix B. In addition to the financial opinion, the auditor must also issue reports on the internal control structure (Appendix C) and on compliance with laws, regulations and grant contract requirements (Appendix D), in accordance with SAS 74 (Compliance Auditing Applicable to Governmental Entities and Other Recipients of Governmental Financial Assistance).

APPENDIX A – INDEPENDENT AUDITOR'S REPORT (SINGLE AUDIT)

APPENDIX B – INDEPENDENT AUDITOR'S REPORT (SPECIAL REPORT)

APPENDIX C – INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE

APPENDIX D – INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH LAWS, REGULATIONS, AND GRANT CONTRACT REQUIREMENTS

EXHIBIT A

(SAS 58 Report to be used for a Single Audit)

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y Agency
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying _____
of Y Agency for the period _____ through _____. These statements are the
responsibility of the Y Agency management. Our responsibility is to express an opinion on these
financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government
Auditing Standards, issued by the Comptroller General of the United States. Those standards require
that we plan and perform the audit to obtain reasonable assurance about whether the financial
statements are free of material misstatement. An audit includes examining, on a test basis, evidence
supporting the amounts and disclosures in the financial statements. An audit also includes assessing
the accounting principles used and significant estimates made by management, as well as evaluating
the overall financial statement presentation. We believe that our audit provides a reasonable basis for
our opinion.

In our opinion, the financial statements referred to above presents fairly, in all material respects, the
_____ of Y Agency for the period _____ through _____
in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken
as a whole. The supplemental schedules are presented for purposes of additional analysis and are not a
required part of the basic financial statements. Such information has been subjected to the auditing
procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in
all material respects in relation to the basic financial statements taken as a whole.

AUDITOR'S SIGNATURE: _____

DATE: _____

EXHIBIT B

(SAS 62 Report to be used for audit of grant revenues and expenditures)

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y Agency
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying Statement of Grant Revenue and Expenditures of Y Agency in accordance with the State of California's Board of Corrections' Juvenile Justice and Delinquency Program Grant Contract No. _____ for the period _____ through _____. This statement is the responsibility of the Y Agency management. Our responsibility is to express an opinion on the Statement of Grant Revenues and Expenditures based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Statement of Grant Revenue and Expenditures is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Statement of Grant Revenue and Expenditures was prepared for the purpose of complying with the audit requirements of the State of California's Board of Corrections' Juvenile Justice and Prevention Program Grant Contract No. _____ as described in Note 1 and is not intended to be a complete presentation of the agency's revenues and expenditures.

In our opinion, the Statement of Grant Revenue and Expenditures referred to above presents fairly, in all material respects, the grant revenues and expenditures of Y Agency in accordance with the State of California's Board of Corrections' Juvenile Justice and Prevention Program Grant Contract No. _____ for the period _____ through _____ in conformity with generally accepted accounting principles. In accordance with Government Auditing Standards, we have also issued a report dated _____ on our consideration of the agency's internal controls, and a report dated _____ on the compliance with applicable laws, regulations and grant contract requirements.

Our audit was conducted for the purpose of forming an opinion on the Statement of Grant Revenues and Expenditures taken as a whole. The supplemental schedules are presented for purposes of additional analysis and are not a required part of the Statement of Grant Revenue and Expenditures. Such information has been subjected to the auditing procedures applied in the audit of the Statement of Grant Revenue and Expenditures and, in our opinion, is fairly stated in all material respects in relation to the Statement of Grant Revenue and Expenditures taken as a whole.

This report is intended for the information and use of the management of Y Agency and the State of California's Board of Corrections. However, this report is a matter of public record and its distribution is not limited.

AUDITOR'S SIGNATURE: _____

DATE: _____

EXHIBIT C

(INDEPENDENT AUDITOR'S LETTERHEAD)

Board of Supervisors
Y Agency
1 000 X Street
Y, CA 12345

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE

We have audited the Statement of Grant Revenues and Expenditures of Y Agency in accordance with the State of California's Board of Corrections' Juvenile Justice and Prevention Program Grant Contract No. _____ for the period through _____, and have issued our report thereon dated _____.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance as to whether the Statement of Grant Revenues and Expenditures is free of material misstatement.

Management of the agency is responsible for establishing and maintaining internal controls. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in internal controls, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the controls to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the agency's statement of Grant Revenues and Expenditures in accordance with the State of California's Board of Corrections' Juvenile Justice and Prevention Program Grant Contract No. _____ for the period _____ through _____, we obtained an understanding of the agency's internal controls. This understanding included the design of relevant policies and procedures, and whether they have been placed in operation; furthermore, we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide an option on the internal controls. Accordingly, we do not express such an option.

Our consideration of the internal controls would not necessarily disclose all matters that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal controls and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of the agency's management and the California Board of Corrections. However, this report is a matter of public record and its distribution is not limited.

AUDITOR'S SIGNATURE: _____

DATE: _____

EXHIBIT D

(INDEPENDENT AUDITOR'S LETTERHEAD)

Karen L. Stoll, Deputy Director
California Board of Corrections
Corrections Planning and Programs Division
600 Bercut Drive
Sacramento, CA 95814-0185

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH LAWS, REGULATIONS AND CONTRACT REQUIREMENTS

We have audited the Statement of Grant Revenues and Expenditures of Y Agency in accordance with the State of California's Board of Corrections' Juvenile Justice and Delinquency Prevention Program Grant Contract No. _____ for the period _____ through _____, and have issued our report thereon dated _____.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Statement of Grant Revenues and Expenditures is free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the agency is the responsibility of Y Agency's management. As part of obtaining reasonable assurance as to whether the financial statement is free of material misstatement, we performed tests of agency compliance with certain provisions of laws, regulations, grant contract requirements. However, the objective of our audit of the Statement of Grant Revenues and Expenditures was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests indicate that, with respect to the items tested, the agency complied, in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the agency had not complied, in all material respects, with those provisions.

AUDITOR'S SIGNATURE: _____

DATE: _____

ILLUSTRATIVE FINANCIAL STATEMENT AND SCHEDULES

The following illustrations of schedules are intended for information purposes to provide general assistance to the auditor. They represent the minimum financial information, which must be included in the audit report. The format and layout of these schedules are optional. However, the information included in the schedules is required. If a schedule is non-applicable, the auditor should indicate this in the audit report. The illustrations that follow are not intended to be all inclusive. The auditor performing the audit should make professional judgments and determinations of any additional information, which should be included in the report.

Basic Financial Statement

EXHIBIT E - STATEMENT OF GRANT REVENUES AND EXPENDITURES

EXHIBIT F - SCHEDULE OF CONTRACT TO ACTUAL COSTS,
BUDGET TO ACTUAL

EXHIBIT G - SCHEDULE OF ELIGIBLE PROJECT COSTS

EXHIBIT H - SCHEDULE OF RECOMMENDED DISALLOWED COSTS

EXHIBIT I - AUDIT CHECKLIST

The BOC, in conjunction with the State of California Department of Finance, Office of the State Audits and Evaluations, developed an audit checklist to help counties prepare for an audit. Counties are encouraged to review this checklist to ensure adequate financial procedures are in place to meet BOC auditing requirements and standards.

EXHIBIT E

AGENCY NAME: _____
JUVENILE JUSTICE DELINQUENCY AND PREVENTION PROGRAM
STATEMENT OF GRANT REVENUES AND EXPENDITURES

GRANT PERIOD: FROM _____ TO _____

Revenues:

\$ _____

\$ _____

\$ _____

\$ _____

Total Revenues:

\$ _____

Expenditures:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Expenditures:

\$ _____

Excess of Revenues over Expenditures:

\$ _____

The accompanying notes are an integral part of this statement

EXHIBIT F

AGENCY NAME: _____

**JUVENILE JUSTICE DELINQUENCY AND PREVENTION PROGRAM
SCHEDULE OF CONTRACT TO ACTUAL COSTS (BUDGET TO ACTUAL)**

GRANT PERIOD: FROM: _____ TO: _____

<u>Budget Line Item</u>	<u>Budget</u>	<u>Expenditures</u>	<u>(Over)/Under</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

EXHIBIT G

AGENCY NAME _____

**JUVENILE JUSTICE DELINQUENCY AND PREVENTION PROGRAM
SCHEDULE OF ELIGIBLE PROJECT COSTS**

GRANT PERIOD: FROM _____ TO _____

Budget Line Item	COSTS CLAIMED FOR				Total
	State Costs Claimed	Cash Match	In-Kind Match	Other Costs	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

EXHIBIT H

AGENCY NAME: _____
JUVENILE JUSTICE DELINQUENCY AND PREVENTION PROGRAM
SCHEDULE OF RECOMMENDED DISALLOWED COSTS (STATE FUNDS)

GRANT PERIOD: FROM _____ TO _____

BUDGET LINE ITEM	TOTAL COSTS CLAIMED	COSTS ACCEPTED	RECOMMENDED DISALLOWANCES
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____	\$ _____

EXHIBIT I

<p style="text-align: center;">BOARD OF CORRECTIONS JUVENILE JUSTICE DELINQUENCY AND PREVENTION PROGRAM AUDIT DOCUMENTATION CHECKLIST</p>
--

Agency Name: _____

Grant Contract No.: _____

Grant Contract Period: _____

Project Name: _____

Grant Contract Amount: _____

Project Financial Officer: _____

Project Contract Person: _____

Chief Probation Officer: _____

Checklist completed by: _____ Date: _____

The purpose of this checklist is to assist counties in determining if they are maintaining an adequate audit trail in the event of an audit. The checklist is based on the following:

1. Generally accepted auditing standards,
2. *Government Auditing Standards*, and
3. Juvenile Justice and Delinquency Prevention Program *Contract Administration and Audit Guide*.

Because each contract is slightly different, this checklist is merely a guide that covers general audit areas. All questions in the checklist have been designed to show a "YES" or "N/A" for favorable responses. All "NO" responses identify situations that require research or clarification since the audit trail or records could be improved upon. However, judgment should be used in answering each question since each audit trail is different. Overall, documentation shall be maintained in such detail so as to provide an audit trail that will permit tracing of transactions from the invoices to the financial statements, to the accounting records, and to the supporting documentation.

TOP FIVE AUDIT FINDINGS

1. Lack of supporting documentation by agency;
2. Inadequate supporting documentation maintained by contractor;
3. Lack of Budget/Program modification;
4. Omission of required language in contracts;
5. Late submittal of Invoices, Semi-Annual Progress Reports, or the Final Evaluation Report.

References:

ROPP I Grant Contract Administration and Audit Guide
AICPA Audit and Accounting Guide, Audits of State and Local Governmental Unit
Generally accepted Auditing Standards
Government Auditing Standards

A. INTERNAL CONTROLS	Yes	No
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1. Does the agency have an organizational chart for each department involved with the grant?

a. Accounting Department

b. Auditor/Controller Department

c. Contract Agencies

2. Has the agency determined adequate separation of duties exist among the divisions, if applicable?

a. Are transactions received, approved, and posted by more than one employee for any one transaction? (Separation of duties issue – no more than one employee may perform any of the above tasks.)

3. Does the agency maintain duty statements for all employees involved with the grant?

4. Does the agency maintain written internal control procedures and flowcharts for the following procedures?

a. Grant contract receipts and deposits

b. Grant contract disbursements

c. Board of Corrections invoices, including methodology of computing amount billed to the BOC?

5. Does the agency have audit reports covering the agency's internal control structure within the last two years?

B. GRANT CONTRACTS	Yes	No
---------------------------	------------	-----------

1. Does the agency have the original grant contract between the agency and the BOC?

2. Does the agency ensure that staff involved with the grant read the contract between the agency and the BOC?

3. Does the staff involved with the grant keep a copy of the grant contract as a reference?

4. Did the agency submit any grant contract amendments to the BOC?

a. If so, does the agency maintain copies of the grant contract amendments and adequate supporting documentation for the reason a grant contract amendment was requested?

- | | | |
|--|-------|-------|
| 5. Did the agency submit any budget modifications? | _____ | _____ |
| a. If not, did the agency incur any substantial changes or modifications that would require a budget modification? | _____ | _____ |
| b. If the agency did submit budget modifications, did they maintain copies of the budget modifications and supporting documentation? | _____ | _____ |
| 6. Does the agency maintain or have access to the original contractor contracts properly executed by the appropriate parties? | _____ | _____ |
| 7. Do the contractor contracts contain the required language? | _____ | _____ |
| a. Maintenance of books and records | _____ | _____ |
| b. Access to books and records | _____ | _____ |
| c. Non-Discrimination clause | _____ | _____ |
| d. Access to project staff and facilities | _____ | _____ |

C. ACCOUNTING RECORDS	Yes	No
------------------------------	------------	-----------

- | | | |
|--|-------|-------|
| 1. Does the agency have an official project file that includes ALL the documents and correspondence related to the grant? | _____ | _____ |
| 2. Has the agency established separate accounts to record funds received by the agency that clearly identifies they are for the grant? | _____ | _____ |
| 3. Does the agency maintain a project costing system or a system that tracks all the receipts and disbursements related to a specific grant? | _____ | _____ |
| a. If so, is the system's printout reviewed by management and program (grant) staff? | _____ | _____ |
| b. Are discrepancies (if any) investigated and resolved? | _____ | _____ |

D. INVOICES	Yes	No
--------------------	------------	-----------

- | | | |
|--|-------|-------|
| 1. Does the agency have copies of the reimbursement requests forwarded to the BOC? | _____ | _____ |
| 2. Does the agency maintain adequate supporting documentation for all disbursements claimed on the BOC invoices, such as vendor/contractor invoices? | _____ | _____ |
| a. Can the supporting documentation be easily tied back to the BOC invoices? (Are invoices identified by line item?) | _____ | _____ |
| b. Does each line item from the BOC invoice have a supporting calculation? (Is it determinable how the number was calculated?) | _____ | _____ |
| 3. Does the agency maintain copies of approved purchase orders or | _____ | _____ |

approved expenditure requests?	_____	_____
4. Does the agency maintain proof of receipt of goods?	_____	_____
5. Do the contractor invoices include adequate detail for the work performed?	_____	_____
a. If the contractor bills individually for each client or by the group/class, does the invoice specify what the service was, name(s) of client(s), fee for service, and time allocated?	_____	_____
b. Does the agency maintain any documentation, such as a client sign-in log to verify the service was provided and substantiate the grant contractor invoice?	_____	_____
c. If the contractor bills by the hour, do the invoices include detail for the work performed during those hours? (For example, an invoice for counseling services should include, at a minimum, the name of the client(s), name of the service provider, date and duration of service, and the fee charged for the service).	_____	_____
6. Randomly select an invoice and reconcile the line item billed to the supporting documentation. Does the line item amount agree with amount invoiced?	_____	_____
7. Do the rates charged by the vendor/contractor comply with the grant contract terms?	_____	_____
8. Does the agency submit bi-annual fiscal invoices and progress reports within 45 calendar days after the end of the designated reporting period?	_____	_____
a. Are the quarterly fiscal invoices and progress reports properly authorized?	_____	_____
b. Has the agency submitted quarterly fiscal reports even if no program expenditures were made or reimbursement claimed for the reporting period?	_____	_____

E. CASH DOCUMENTS	Yes	No
--------------------------	------------	-----------

1. Does the agency maintain receipts documenting payments received from the BOC?	_____	_____
2. Does the agency maintain deposit slips to document deposit of the payments received from the BOC?	_____	_____
3. Does the agency deposit BOC payments timely? (within a week)	_____	_____
4. Can the agency provide cancelled checks or disbursement documents documenting the payments made to the vendors/contractors?	_____	_____

- | | | |
|---|-------|-------|
| 5. Can the agency provide bank statements documenting the deposit of the receipts from the BOC and the vendor/contractor disbursements clearing the bank? | _____ | _____ |
| 6. Can the agency provide general ledgers documenting the entries for cash receipts and cash disbursements? | _____ | _____ |

F. SALARIES AND BENEFITS	Yes	No
---------------------------------	------------	-----------

- | | | |
|--|-------|-------|
| 1. Does the agency maintain payroll records for agency staff involved with the ROPP I Contract? | _____ | _____ |
| a. Official timesheets for grant-related employees (full-time and part-time)? | _____ | _____ |
| b. Salary rates per personnel records for grant-related employees (full-time and part-time)? | _____ | _____ |
| c. Time allocation for part-time employees - actual hours worked (i.e., time logs)? (Reminder: estimates and approximate percentages are not acceptable for salaries.) | _____ | _____ |
| 2. If the benefits amount is based on an allocation percentage of actual hours worked (salary calculation), is the benefits amount reasonable? | _____ | _____ |
| 3. Can the supporting payroll and benefits records be easily tied back to the salaries and benefits line item on the BOC invoices? (Is it determinable how the number was calculated?) | | |
| a. Randomly select an invoice and agree salaries and benefits amount billed to supporting documentation. Does amount agree with amount invoiced? | _____ | _____ |
| 4. If employees authorized to work on contract is amended, are the employee revisions necessary for the direct delivery of services associated with the program? | _____ | _____ |
| 5. Does the agency verify that salaries and benefits are not also claimed/reimbursed under another separate contract or grant? | | |
| (Is double reimbursement of expenditures avoided?) | _____ | _____ |

G. SERVICES AND SUPPLIES	Yes	No
---------------------------------	------------	-----------

- | | | |
|--|-------|-------|
| 1. Does the agency maintain copies of approved purchase orders or approved expenditure requests? | _____ | _____ |
| 2. Does the agency maintain adequate proof of receipt, vendor invoices, or signed receipts? | _____ | _____ |
| 3. Can the supporting service and supplies records be easily tied back to the line item on the BOC invoices? | _____ | _____ |

(Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree services and supplies amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
4. Does the agency verify that services and supplies are not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____

H. TRAVEL/PER DIEM	Yes	No
---------------------------	------------	-----------

1. Does the agency maintain agency travel policies in accordance with state grant contract guidelines?	_____	_____
2. Does the agency maintain current per diem rates in accordance with state grant contract guidelines?	_____	_____
3. Does the agency maintain documentation to support purpose and cost of travel associated with program? (Applies to both reimbursable costs and match costs.)	_____	_____
4. Does the agency ensure they are requesting reimbursement for only in-state travel?	_____	_____
5. Can the supporting travel/per diem records be easily tied back to the line item on the BOC invoices?	_____	_____
(Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree travel/per diem amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____
6. Does the agency verify that travel/per diem is not also claimed/reimbursed under another separate contract or grant? (Is double reimbursement of expenditures avoided?)	_____	_____

I. PROFESSIONAL SERVICES	Yes	No
---------------------------------	------------	-----------

1. Does the agency verify that the rates charged comply with the contract?	_____	_____
2. Does the agency maintain evidence that the services were provided?	_____	_____
3. Can the supporting professional services records be easily tied back to the line item on the BOC invoices?	_____	_____
(Is it determinable how the number was calculated?)	_____	_____
a. Randomly select an invoice and agree professional services amount billed to supporting documentation. Does amount agree with amount invoiced?	_____	_____

4. Does the agency verify that professional services are not also claimed/reimbursed under another separate contract or grant?

(Is double reimbursement of expenditures avoided?)

J. COMMUNITY-BASED ORGANIZATIONS	Yes	No
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1. Does the agency maintain an approved contract with the Community-Based Organizations (CBOs)?
2. Do the rates charged by the CBO comply with the contract terms?
3. Does the agency maintain evidence that the services were provided by the third party (CBO)?
4. Can the supporting CBO records be tied back to the line item on the BOC invoices?

(Is it determinable how the number was calculated?)

- a. Randomly select an invoice and agree CBO charges billed to supporting documentation. Does amount agree with amount invoiced?

Note: The BOC contract does not require that CBOs provide the agency copies of its supporting documentation. However, agency is liable if proper documentation is not maintained.

6. Does the agency verify that CBO charges are not also claimed/reimbursed under another separate contract or grant?

(Is double reimbursement of expenditures avoided?)

K. ADMINISTRATIVE OVERHEAD	Yes	No
-----------------------------------	------------	-----------

1. Does the agency maintain supporting documentation or the calculation overview for the administrative overhead line item?
2. If the supporting documentation is based on the allocation method, is the amount reasonable?
3. Is the administrative overhead percentage limited to 10% of the state grant award?

L. FIXED ASSETS	Yes	No
------------------------	------------	-----------

1. Does the agency maintain an inventory system that tracks the fixed assets purchased with state funds?

- | | | | |
|----|---|-------|-------|
| 2. | Are agency fixed assets purchased necessary for the delivery of services directly associated with the program? | _____ | _____ |
| 3. | Are the fixed assets purchased with state funds clearly labeled as state assets? (At the end of contract, the state may request the assets to be returned.) | _____ | _____ |
| 4. | Are the fixed assets safeguarded from loss or theft? | _____ | _____ |
| 5. | Have fixed assets in an amount over \$1,000 purchased with state funds been approved by the BOC? | _____ | _____ |
| | a. If so, has the approval for fixed asset purchases been documented and retained by the agency? | _____ | _____ |

M. COMMENTS/EXPLANATIONS				
---------------------------------	--	--	--	--